



17000 MONTEREY ROAD, MORGAN HILL CALIFORNIA 95037
RECREATION AND COMMUNITY SERVICES DIVISION
Tel. (408) 782-0008 Fax (408) 779-5450

SPECIAL EVENT PERMIT

NAME OF EVENT: _____

DATE OF EVENT: _____

NAME OF ORGANIZATION: _____

NAME OF CONTACT PERSON: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

A SPECIAL EVENT APPLICATION FORM NEEDS TO BE SUBMITTED AT LEAST 60 DAYS BEFORE THE DATE OF EVENT AND NO MORE THAN ONE (1) YEAR IN ADVANCE. APPLICATIONS WILL NOT BE ACCEPTED IF THE MINIMUM 60 DAYS HAS PAST.

EVENTS UNDER 500 PARTICIPANTS - \$193

EVENTS OVER 500 PARTICIPANTS - \$547

MARCH 31, 2007 DEADLINE FOR REQUEST FOR CITY FUNDING

EVENTS REQUESTING CITY COUNCIL CO-SPONSORSHIP OR FUNDING SUBSIDY MUST BE SUBMITTED BY MARCH 31, 2007 FOR CONSIDERATION FOR FISCAL YEAR 2007-2008. THE FORM “**FUNDING REQUEST FOR SPECIAL EVENTS HELD ON CITY PROPERTY**” MUST BE SUBMITTED FOR CONSIDERATION. SUBMITTAL DOES NOT IMPLY ENDORSEMENT OR FUNDING. CITY COUNCIL WILL REVIEW THE REQUESTS AND MAKE RECOMMENDATIONS DURING THE BUDGET WORKSHOPS.

**CITY OF MORGAN HILL
SPECIAL EVENTS PERMIT APPLICATION CHECKLIST
FOR EVENTS ON CITY PROPERTY**

NOTE: **ALL OF THE ITEMS CHECKED "REQUIRED" MUST BE SUBMITTED
TO THE CITY PRIOR TO RECEIVING SPECIAL EVENT PERMIT
APPROVAL.**

Name of Event: _____

<u>Required</u>	<u>Completed</u>	
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_____	_____	Verification of Non-Profit Status
_____	_____	Narrative Describing Location of the Event
_____	_____	Attach Reproducible Event Map or Maps

(Please provide the following no later than 30 days prior to the event.)

_____	_____	"Estimated Temporary Sellers" Form
_____	_____	Alcohol Beverage Control Permit
		Date applied for: _____
_____	_____	Temporary Sign Permit
		Date applied for: _____
_____	_____	Sign Encroachment Permit
		Date applied for: _____
_____	_____	Insurance Certificate
		Date applied for: _____
_____	_____	List of Businesses and/or Residents Contacted
		Mailing Date: _____ Mailing Date: _____

(Please submit the following after the event.)

_____	_____	Santa Clara County Health Department Permit
		Date applied for: _____
_____	_____	Final Payment for Actual City Costs
_____	_____	Individual Vendors Shall Submit "Local Tax Allocation for Temporary Sales Locations" Form Together With Their Tax Return

**CITY OF MORGAN HILL
SPECIAL EVENT PERMIT APPLICATION
FOR EVENTS ON CITY PROPERTY**

GENERAL INFORMATION

NAME OF THE EVENT: _____

DATE(S) OF THE EVENT: _____

START TIME AND END TIME OF THE EVENT: _____

SET-UP DAY AND START TIME: _____

DISMANTLE DAY AND END TIME: _____

GENERAL LOCATION OF THE EVENT: _____

GENERAL DESCRIPTION OF THE EVENT:

ESTIMATED NUMBER OF PARTICIPANTS? (Please indicate number of persons, number and type of animals, number of vehicles etc.): _____

ESTIMATED NUMBER OF SPECTATORS: _____

IS THIS ORGANIZATION: _____ FOR PROFIT? _____ NON-PROFIT?
(If a non-profit organization, please provide verification of non-profit status.)

LOCATION/ROUTE TO BE TRAVELED

Please attach a narrative describing the location of the event or route to be traveled by street name and directions of travel. Also, please describe plans to close streets or portions of streets, from start time to finish time, for each day of the event.

Please attach a reproducible map or maps clearly showing important event information such as

entry/exit points, set-up and dismantle locations, staging areas, start/finish areas, area for post event festivities, location of booths, stage locations, trash containers, portable toilets, parking area, etc.

CLEAN-UP

Please describe your plan for "clean up" during and after the event including type, location and the number of trash containers and dumpsters to be provided: _____

SALE OF MERCHANDISE AND FOOD/BEVERAGES

WILL MERCHANDISE, FOOD OR BEVERAGES BE SOLD AT THE EVENT? _____

(If yes, please submit completed "Estimated Number of Temporary Sellers" form to the City no later than 30 days prior to the event; individual vendors are required to file a "Local Tax Allocation For Temporary Sales Locations" forms together with their tax returns.)

HEALTH AND SAFETY

A. ALCOHOL PROVIDED/SERVED/SOLD? _____

(If yes, please provide Alcohol Beverage Control Permit from the State Board of Equalization no later than 30 days prior to the event.)

B. WILL AMPLIFIED SOUND EQUIPMENT OR A LIVE BAND BE USED? _____

If yes, please describe: _____

C. WILL THERE BE SIGNS AND BANNERS TO ADVERTISE THE EVENT? _____

If yes, please indicate number, type and location of signs and banners:

(If temporary signs and/or banners will be used, please provide approved Temporary Sign Permit no later than 30 days prior to the event; if the sign or banner encroaches on or over City Property also attach an approved Encroachment Permit no later than 30 days prior to the event.)

D. WILL FOOD BE COOKED, PREPARED OR SOLD AT THE EVENT?

If yes, please describe: _____

(If food will be sold, please provide Santa Clara County Health Department Permit no later than 30 days prior to the event.)

E. WILL PORTABLE TOILETS BE USED FOR THIS EVENT?

If yes, please indicate the number and location: _____

F. WILL THERE BE CANOPIES OR TENTS? _____

Please indicate the number and location: _____

REQUEST FOR CITY SERVICES

Applicants are required to pay for City costs of all City services provided.

Please describe the City services (i.e.: Police, Public Works) and/or equipment requested for this event (i.e.: barricades, cones, no-parking signs, etc.): _____

The City will provide the Applicant with estimated costs of the services requested. The City, depending on the assessed risk, may require the Applicant to pay a refundable cleaning and damage deposit for the use of City property (i.e. the use of a City park).

After the event, the City will send the Applicant a letter summarizing all incurred City costs, and requesting final payment. Previously paid fees, including deposit(s) for the event will be credited towards actual City costs in the final calculation.

NOTE: * Special events such as public forums where the total anticipated attendance can reasonably be expected to be less than twenty people will not be subject to this permit process.

* Proposed events requiring downtown closures will require acceptance of the “Guidelines for Having Your Special Event in Downtown Morgan Hill” (see attached).

INSURANCE

A minimum of One Million Dollars (\$1,000,000) in comprehensive, broad form, general public liability insurance will be required to provide coverage against claims and liabilities for personal injury, death or property damage. The actual amount will be determined by the City's Risk Manager.

Insurance must be obtained only through insurers with a Bests' ratings of no less than A- for quality of management and VII in regards to the policyholders' surplus held by the company.

A Certificate of Liability* must accompany the certificate of insurance (NOT JUST INCLUDED ON THE INSURANCE CERTIFICATE), be completed by an authorized agent of the company (with their name, title and phone number) and contain the following endorsements:

A. the City of Morgan Hill, its' elected officials, officers, employees, volunteers and representatives are named as additionally insured,

B. the coverage be primary in nature and any other insurance carried by the City shall be excess over such insurance,

The City has contracted with Diversified Risk Incorporated to provide pending their approval one time insurance to individuals and groups wishing to use our facilities. If an individual or group is unable to provide the City with adequate liability insurance coverage, this program provides our citizens a means to provide insurance coverage to the City.

The process is simple: 1) the event applicant provides the details of the event; this information is evaluated by risk management using the criteria outlined by Diversified Risk; 2) the event falls into one of four risk categories; 3) each category has a premium charge tiered by event attendance. Risk Management issues a certificate of insurance upon receipt of the applicant's money.

Insurance certificates are due no later than 30 days prior to the event.

APPLICANT CERTIFICATION

The Applicant agrees to indemnify and hold harmless the City of Morgan Hill for any and all claims regarding the below named event. The Applicant agrees to protect, defend, and hold harmless the City of Morgan Hill, its elective or appointed boards, officers, agents, and employees from any and all claims, liabilities, expenses or damages of any nature, including attorneys' fees, for injury or death of any person, or damage to property. This applies to the Applicant, Applicant's agents, officers, or employees, subcontractors, or independent contractors hired by the Applicant.

This hold harmless agreement shall apply to all liability, regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by Applicant.

The person signing this Certification declares that he/she has the authority to bind the Applicant, and that Applicant is bound by all terms of this Certification. The person signing this Certification agrees that they will provide a copy of this Certification to the governing board and director of the Applicant, and to the Applicant's insurers. In the event that the signatory lacks such duly granted authority, said undersigned signatory personally assumes all liability for fees, costs and damages

The Applicant further agrees to repay the City for any and all incurred costs, damage and clean-up to parks, streets, facilities, buildings or other property owned by the City which result from the below named event.

The Applicant agrees to comply with the permit issuance conditions as stipulated in Section 12.16050 of the City of Morgan Hill Municipal Code, and any other requirements of the City of Morgan Hill.

Print Name of Event

Print Applicant or Organization Name

Applicant\Organization Signature

Date